



PERSONNEL COMMITTEE MEETING

FEBRUARY 5, 2025, 3:00 PM

MINUTES:

Meeting Recording: <https://youtu.be/GibTsWBy5Uk>

1. Roll Call: Steven Santeusanio, Lee Hartmann, Sandy Wright
 - a. OCPC Staff: Mary Waldron, Charles Kilmer, Megan Fournier, Brenda Robinson
2. May 2024 Meeting Minutes: *Unanimous Approval*
3. Review of Personnel Handbook for Amendments: *Unanimous Approval*
 1. **Clarifying Expenses: (pg. 40)**
 - a. **From:** “The Council will pay the travel expenses when the employee travels from his/her home to a worksite other than the offices of the Council. The mileage is to be computed as a round trip from the office to the destination. The Council will compensate each employee in full for any trips, which originate from this office, and return to the office.”
 - b. **To:** “The Council will pay the travel expenses when the employee travels from his/her home to a worksite other than the offices of the Council. The mileage is to be computed as a round trip from the office, **or home (whichever is closest)**, to the destination.
 2. **Reimbursement for Uber/Work related needs prior approval (pg. 40)**
 - a. Suggest adding after “Should transportation be provided by a privately-owned automobile, the Council will reimburse the owner at the current IRS mileage reimbursement rate, and in addition, such parking fees and tolls as are incurred.”
 - b. **When necessary, staff can request reimbursement for other transportation means, however, the lowest cost method of transportation should be selected. Prior approval by the manager is required. Tip will be the responsibility of the employee.**
 3. **Clarifying hours for Full Time workers. (pg. 11)**
 - a. **From:** “The normal work week for a full-time employee is thirty-five (35) working hours with a 30-minute lunch for each day.”
 - b. **To:** “The normal work week for a full-time employee is thirty-five (35) working hours with a 30-minute lunch for each day. **Additional time beyond the thirty-five (35) hours may be required. The employer may allow an alternate schedule at the request of the employee.**”
 4. **Defining Mental Health time for use of Sick time (pg. 20)**
 - a. **From:** “OCPC provides employees with paid sick time to provide compensation for absences from work due to the following reasons:
 - to care for the employee’s child, spouse or life partner, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or

- to care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
 - to attend the employee’s medical appointment or a medical appointment for the employee’s child, spouse or life partner, parent, or parent of spouse; or
 - to address the psychological, physical or legal effects of domestic violence.
- b. **To:** “OCPC provides employees with paid sick time to provide compensation for absences from work due to the following reasons:
- to care for the employee’s child, spouse or life partner, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
 - to care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
 - to care for the employee’s wellness by actively engaging in self-care activities to manage mental health issues, like relaxation techniques, spending time with loved ones, or seeking professional support.
 - to attend the employee’s medical appointment or a medical appointment for the employee’s child, spouse or life partner, parent, or parent of spouse; or
 - to address the psychological, physical or legal effects of domestic violence.

5. Longevity Bonus (pg. 22)

- a. **From:** “OCPC will provide a 3% bonus for every 5 years a staff member is with OCPC on their sequential fifth anniversary date. This is provided that the staff member is in good standing.”
- b. **To:** “OCPC will provide a staff member with a one-time 3% cash bonus of their current salary at every sequential fifth anniversary date. Cash bonuses will be taxed accordingly.”

6. Retirement language on process/procedure/benefits (employee steps vs. OCPC) (pg. 48)

- a. OCPC requests at least 30 days written notice of intentions to retire.
- b. Employees will need to contact the Fiscal Office to review steps required of OCPC and those of the employee.
- c. Employees must call or visit the Massachusetts State Retirement Board before retiring to confirm pension benefits and arrange to receive monthly pension check. More information can be found at <https://www.mass.gov/orgs/massachusetts-state-retirement-board>
- d. All GIC paperwork can be found at <https://www.mass.gov/info-details/retirement-and-gic-benefits>

7. Hereby move to incorporate the “COMPUTER AND INFORMATION SYSTEMS POLICIES AND PROCEDURES” into the handbook appendix. Developed by Wright Technology Group

REVIEWED AND VETTED ITEMS TO BE ADDED WITH PLANS TO DEFINE DURING NEXT MEETING:

8. Green Team/conscious verbiage
9. Charitable/Community Service Work

4. Meeting Adjourned